

## City of Williamsburg

Facility name: Public Works and  
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 1/20/2004	EMS 1/20/2004	EMS 10/30/2007	DGC 10/31/2006

1 of 3

Revision no. 1

### 4.5.12-1 Monitoring and Measurement

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**Persons responsible:**

**Areas of application:** Department of Public Works and Utilities Shop Complex

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**Warning!** ☒ The information in this document may be out of date and should be reviewed.

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Rev. no.	Date	Description
1	10/31/2006	re-formated section 3.0

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#### Worksheet index

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 RESPONSIBILITY
- 4.0 DEFINITIONS
- 5.0 PROCESS
- 6.0 REFERENCES/RELATED DOCUMENTS

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## 4.5.12-1 Monitoring and Measurement

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### 1.0 PURPOSE

- 1.1 This procedure defines the means by which to monitor and measure the key characteristics of significant environmental aspects associated with the City of Williamsburg's Department of Public Works and Utilities.

### 2.0 SCOPE

- 2.1 This procedure is responsive to Element 4.5.1 Monitoring and Measurement, of the ISO 14001-1996 standard, and defines the means by which to monitor and measure the key characteristics of significant environmental aspects associated with the City of Williamsburg Department of Public Works and Utilities.

### 3.0 RESPONSIBILITY

- 3.1 The EMS Team:
- 3.1.1 Is responsible for evaluating compliance with relevant environmental legislation and regulations every year as defined in the 4.5.12-2 Environmental Compliance Evaluation Procedure in Green Ware. This evaluation will be conducted in accordance with the 4.5.42 Internal Environmental Auditing Procedure and the 4.3.22-1 Identifying & Accessing Legal & Other Requirements Procedure in GreenWare.
  - 3.1.2 Will coordinate and maintain the documents and worksheets related to monitoring and measurement equipment for the significant environmental aspects of Department of Public Works and Utilities in section 4.5.11 Monitor Performance, of GreenWare.
  - 3.1.3 Will identify the key characteristics of activities and operations that are associated with monitoring and measurement of the significant aspects.
- 3.2 Assigned personnel:
- 3.2.1 Are responsible for collecting the monitoring and measurement data, and coordinating the calibration of equipment in their respective areas. The monthly, weekly, and daily inspections will continue to be conducted routinely.

### 4.0 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001 1996 Related Definitions

### 5.0 PROCESS

- 5.1 The EMS Team will identify those key characteristics of activities and operations that are associated with monitoring and measurement of the significant aspects at the Department of Public Works and Utilities located in section 4.5.11 Monitor Performance, of GreenWare.
- 5.2 Measurement and testing equipment associated with the identified operations will be maintained on the individual worksheets indexed from section 4.5.11 Monitor Performance, of GreenWare.

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3 of 3

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- 5.3 The worksheets will include location of the equipment, information collected or measured, and calibration frequency. Calibration records will be maintained in the individual department and forwarded to the EMS Team in a timely manner as determined by the EMS Team .
- 5.4 Performance monitoring will be coordinated with each Environmental Management Program (EMP) to track the progress of the objectives and targets. The frequency and methods of the performance monitoring will be defined as appropriate to the objectives and targets.
- 5.5 Specific activities associated with monitoring and measurement of the key performance characteristics will typically be included within the related individual Work Instruction Procedures (WIPs).
- 5.6 Manufacturer's instructions will be consulted for calibration instructions and frequency, unless otherwise specified.

#### 6.0 REFERENCES/RELATED DOCUMENTS

- 6.1 4.5.12-2 Environmental Compliance Evaluation Procedure  
Ref. no.: 4. 5.12 Ref. name: Monitor performance procedure manager
  - 6.2 4.5.42 Internal Environmental Auditing Procedure
  - 6.3 4.3.22 Identifying & Accessing Legal & Other Requirements Procedure
  - 6.4 4.3.42 Environmental Management Programs Procedure
  - 6.5 4.5.11 Monitor Performance-Worksheet
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